



CITY OF MIDDLETOWN
VACANCY ANNOUNCEMENT

POSITION TITLE: Administrative Secretary III

SALARY RANGE: \$19.63 - \$29.06 per hour

HOURS OF WORK: 19 Hours per Week

The City of Middletown is accepting applications for the position of **Administrative Secretary III**. This position is located in the Fine Arts & Operations Office of Middletown Public Schools. Completed City of Middletown *Application for Employment* forms must be received in the City's Human Resources Division **no later than 4:30 p.m. on November 30, 2015.** Complete job description and application forms may be obtained in the Human Resources Division, Room 206, Middletown Municipal Building, 245 deKoven Drive, Middletown, Connecticut 06457; or, applications can be printed from our website at www.Middletownct.gov. Click on *Employment*. Incomplete applications or resumes submitted without the completed application form will not be considered. (Faxed or e-mailed applications are not accepted.)

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MINIMUM TRAINING AND EXPERIENCE REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS: High School diploma or equivalent with vocational/technical training in Secretarial Science or a related field with three years of related secretarial/administrative experience; or, any combination of education and experience that provides equivalent knowledge, skills and abilities.

Successful applicants must be able to demonstrate that they meet the above listed training and experience requirements, as stated on the application form, or application may be rejected.

POSITION PURPOSE: Performs complex and confidential administrative and secretarial functions in support of the Department Head/Director.

ESSENTIAL DUTIES AND RESPONSIBILITIES (Examples of): Prepares, transcribes, types and prepares correspondence and documents from rough notes, dictation and transcription equipment; prepares and types a variety of reports, records, documents and correspondence. May compose correspondence and other materials.; Assists in the preparation of the annual department budget, pays bills and monitors expenditures, prepares purchase orders, transfer of funds and additional appropriations; May assist in the preparation of the annual report; Researches a variety of issues for the department head and/or other department personnel; Schedules and coordinates meetings and events; Coordinates various office functions; Answer phones and provides assistance, responds to inquiries, takes and relays message; Develops and maintains confidential/restricted files, records, logs and databases, creates new and purges old files; May maintain and update manuals, handbooks or brochures; Performs data entry functions; Opens, date stamps, processes and distributes mail; Orders office supplies and maintains and monitors inventory; May process new employee forms, prepare packets; May provide secretarial services to assigned boards or commissions; Observes strict confidentiality in maintaining restricted records and files; and, Performs other related functions as assigned or required.

The City of Middletown provides reasonable accommodation to persons with disabilities in accordance with the American with Disabilities Act (ADA). If you need accommodation in the application or testing process, please contact the Human Resources Division prior to the application closing date or the testing date, whichever is applicable.

AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

Issued: 11/06/15